



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

POSITION: Assistant Secretary to U.S. District Judge
(Part-time: 20 hours per week)

OPENING DATE: June 21, 2010
CLOSING DATE: Open Until Filled*
Those individuals that have already
applied are still being considered

SALARY: JSP 4-5 (\$14.64 - \$20.79 per hour)
(Based Upon Qualifications)

DUTY STATION: Baltimore, MD
VACANCY NO.: 9 (09-10)

The United States District Court for the District of Maryland is seeking qualified applicants for a part-time Assistant Secretarial position with United States District Judge William D. Quarles, Jr.

Position Overview:

The incumbent will serve as an assistant secretary to the Judge and as an assistant to the Judge's Judicial Assistant. Since this is a part-time position, the incumbent is expected to adhere closely to the scheduled work hours.

Qualifications and Requirements:

- High school graduate, or equivalent, required.
- Two years of general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, proofreading and typing.
- Solid organizational work habits.
- Good grammar, spelling and composition.
- Strong communication and interpersonal skills.
- Proficiency in MS Word and Adobe Acrobat is essential.
- Experience as a secretary in a legal or judicial capacity is preferred.

How to apply:

Submit resume, salary history and cover letter stating the reasons for your interest in the position to:
Human Resources Administrator
Attn: Assistant Secretary vacancy
4th Floor, U.S. Courthouse
101 W. Lombard St., Baltimore, MD 21201
or
via email at : jobs @mdd.uscourts.gov

***This position will close without notice. To ensure consideration, applications should be submitted to the Human Resources department as soon as possible.**

Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.

The United States District Court is an Equal Opportunity Employer.
Applicants must be U. S. citizens or eligible to work in the United States.
All applications will be reviewed to identify the best qualified candidates.
Successful candidate for this position is subject to a full fingerprint and background records check,
a six-month probationary period, and mandatory electronic direct deposit of salary payment.